

Tim Keeper

the time accountant



MICROSOURCE™

because every minute counts.

When you charge for time, every minute counts. Counting up the charges . . . determining accountability of your services, making billing decisions . . . your livelihood depends on these tasks. Time itself — and the cost you assign to it — is the real commodity of the professional practitioner.

TimeKeeper was designed by professionals who understand this principle and whose desire is to give you the best possible return on your time. **TimeKeeper** performs time management and billing functions as expertly, efficiently and smoothly as a prestige service bureau — for only a fraction of the cost! And **TimeKeeper** virtually eliminates turnaround time, providing instant access to information and the ability to make quick, effective billing decisions. With middle-man delays eliminated, your cash flow can increase significantly . . . more efficiently, more profitably. Like other easy-to-learn, easy-to-use, MicroSource business systems, **TimeKeeper** requires no previous background in computers or programming. The user is instructed each step of the way by simple, English-language commands appearing on the video terminal

screen. Errors are spotted before entry, optimizing accuracy, efficiency and ease of operation. Extensive documentation — detailed explanations of how the system works — provides you with an unparalleled level of troublefree, user-oriented performance. Startup and training costs are minimized.

What will **TimeKeeper** perform for your firm? Keep accurate records of **which** staff member performed **what** work for **which** client. Use as many as 99 tailor-made work codes, based on up to four individual billing rates for each. Even record "nonbillable" work and non-time related "expenses." and **TimeKeeper** can provide you with accurate records of monies received from clients on account, or any other receipts you may want to record. **TimeKeeper** will correlate all this information, assemble a comprehensive set of internal reports, and bill your clients for services rendered.

Who will benefit from **TimeKeeper**? Any professional practice that bills its clients for time as well as for flat-rate charges. Whether for a one-man office or a staff of 60, the system will more than pay for itself in little time: by increasing



the speed, accuracy and efficiency of your client accounting and billing procedures. CPA firms, law practices, advertising agencies, architectural firms, countless others . . . depend on the ability to accurately and meaningfully manage billable time and resources.

TimeKeeper can accommodate up to 60 staff members, 800 clients, 3542 transactions per billing period. All this on a single storage unit, called a minifloppy diskette. by subdividing into logical groupings an unlimited number of clients, staff members and transactions can be handled by the system!

Simple, concise, accurate and efficient: a time management system unapproachable by manual bookkeeping methods. **TimeKeeper** will give you:

- **Time sheet journal** with performance report for every staff member . . . by type of work and dollar amount.
- **Staff expense journal.**
- **Cash receipts journal**, including general ledger and accounts receivable analysis.
- Up to **60** staff member capacity with storage units. 80 billable work codes and nineteen

"non-billable" work codes, providing 99 work codes in all!

- Up to **800** client capacity with high capacity storage units.
- Balance-forward **billing worksheet** for your clients, including accounts receivable information, detailed work-in-progress data, aging schedule for accounts, and year-to-date totals . . . for each client, or the entire company.
- Staff **productivity report** for each staff member. Immediate access to year-to-date billable and non-billable totals, work-in-progress detail, or company totals.
- **Work code report**, showing billing information according to type of work performed . . . year-to-date, in-progress, or company-wide total.
- Automatic billing with work description detail for each client. Or optional, semi-automatic billing, to allow for work-in-progress carryovers, partial, full or fixed-fee billings, other charges or credits. Even insert messages on billing statements as desired.
- Automatic **dunning** of all or selected clients at anytime.



TIME/EXPENSE/BILLING INPUT JOURNAL						
PERIOD ENDING 01/21/79						
STAFF #1: ED WASSELL						
TIME SHEET INPUT						
DATE	CLIENT	STAFF	TIME	AMOUNT	INPUT	SHRT
01/05/79	101	ED WASSELL	101	37.90	1	RESEARCH
01/05/79	1	ED WASSELL	201	44.30	2	RESEARCH
01/05/79	2	ED WASSELL	201	45.00	3	RESEARCH
01/05/79	2	ED WASSELL	201	33.70	4	RESEARCH
01/05/79	2	ED WASSELL	201	25.00	5	RESEARCH
01/05/79	2	ED WASSELL	201	12.50	6	RESEARCH
01/05/79	2	ED WASSELL	201	12.50	7	RESEARCH
01/05/79	2	ED WASSELL	201	12.50	8	RESEARCH
01/05/79	2	ED WASSELL	201	12.50	9	RESEARCH
01/05/79	2	ED WASSELL	201	12.50	10	RESEARCH
01/05/79	2	ED WASSELL	201	12.50	11	RESEARCH
01/05/79	2	ED WASSELL	201	12.50	12	RESEARCH
01/05/79	2	ED WASSELL	201	12.50	13	RESEARCH
01/05/79	2	ED WASSELL	201	12.50	14	RESEARCH
01/05/79	2	ED WASSELL	201	12.50	15	RESEARCH
01/05/79	2	ED WASSELL	201	12.50	16	RESEARCH
01/05/79	2	ED WASSELL	201	12.50	17	RESEARCH
01/05/79	2	ED WASSELL	201	12.50	18	RESEARCH
01/05/79	2	ED WASSELL	201	12.50	19	RESEARCH
01/05/79	2	ED WASSELL	201	12.50	20	RESEARCH
01/05/79	2	ED WASSELL	201	12.50	21	RESEARCH
01/05/79	2	ED WASSELL	201	12.50	22	RESEARCH
01/05/79	2	ED WASSELL	201	12.50	23	RESEARCH
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01/05/79	2	ED WASSELL	201	12.50	25	RESEARCH
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01/05/79	2	ED WASSELL	201	12.50	37	RESEARCH
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01/05/79	2	ED WASSELL	201	12.50	66	RESEARCH
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01/05/79	2	ED WASSELL	201	12.50	81	RESEARCH
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01/05/79	2	ED WASSELL	201	12.50	83	RESEARCH
01/05/79	2	ED WASSELL	201	12.50	84	RESEARCH
01/05/79	2	ED WASSELL	201	12.50	85	RESEARCH
01/05/79	2	ED WASSELL	201	12.50	86	RESEARCH
01/05/79	2	ED WASSELL	201	12.50	87	RESEARCH
01/05/79	2	ED WASSELL	201	12.50	88	RESEARCH
01/05/79	2	ED WASSELL	201	12.50	89	RESEARCH
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01/05/79	2	ED WASSELL	201	12.50	96	RESEARCH
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01/05/79	2	ED WASSELL	201	12.50	100	RESEARCH
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01/05/79	2	ED WASSELL	201	12.50	103	RESEARCH
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01/05/79	2	ED WASSELL	201	12.50	105	RESEARCH
01/05/79	2	ED WASSELL	201	12.50	106	RESEARCH
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01/05/79	2	ED WASSELL	201	12.50	109	RESEARCH
01/05/79	2	ED WASSELL	201	12.50	110	RESEARCH
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01/05/79	2	ED WASSELL	201	12.50	113	RESEARCH
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01/05/79	2	ED WASSELL	201	12.50	125	RESEARCH
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01/05/79	2	ED WASSELL	201	12.50	127	RESEARCH
01/05/79	2	ED WASSELL	201	12.50	128	RESEARCH
01/05/79	2	ED WASSELL	201	12.50	129	RESEARCH
01/05/79	2	ED WASSELL	201	12.50	130	RESEARCH
01/05/79	2	ED WASSELL	201	12.50	131	RESEARCH
01/05/79	2	ED WASSELL	201	12.50	132	RESEARCH
01/05/79	2	ED WASSELL	201	12.50	133	RESEARCH
01/05/79	2	ED WASSELL	201	12.50	134	RESEARCH
01/05/79	2	ED WASSELL	201	12.50	135	RESEARCH
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01/05/79	2	ED WASSELL	201	12.50	152	RESEARCH
01/05/79	2	ED WASSELL	201	12.50	153	RESEARCH
01/05/79	2	ED WASSELL	201	12.50	154	RESEARCH
01/05/79	2	ED WASSELL	201	12.50	155	RESEARCH
01/05/79	2	ED WASSELL	201	12.50	156	RESEARCH
01/05/79	2	ED WASSELL	201	12.50	157	RESEARCH
01/05/79	2	ED WASSELL	201	12.50	158	



Because every minute counts when you bill for time: let **TimeKeeper** do the counting.

TimeKeeper™ is available as a complete, "turn-key" system, comprising:

- 48K computer with dual serial ports
- Dual disk drives with North Star, C/PM and other operating systems
- Video display terminal with ten key numeric pad
- Dot matrix serial printer

Other valuable MicroSource systems for business and professions includes:

AutoScribe™ — the paperwork manager™; LedgerPlus™ — the company bookkeeper™; Bookkeeper™ — the office accountant™; and MoneyBelt™ — the money manager.

MICROSOURCE

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